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15 June 1950

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Chief, [REDACTED]

Assistant Director for Operations

Advancement of Annual Leave

REF : CIA Notice No. 23-50 dated 24 May 1950, Subject: Annual Leave

In planning vacation schedules in accordance with reference Notice, consideration will be given to those employees whose leave balances at the time of vacation periods will not be sufficient to cover the amount of leave which must be used in calendar year 1950, e.g., an employee who has entered on duty since 1 January 1950 or a former employee who carried forward no leave balance from the preceding year. To prevent exorbitant requests for leave at the end of the year, an advancement of annual leave will be made to such employees in an amount comparable to that which will be earned up to and including 30 December 1950.

/s/ George G. Carey

GEORGE G. CAREY

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26 September 1950

MEMORANDUM

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TO: Chief, [REDACTED]

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ATTN: [REDACTED]

FROM: Finance Division

SUBJ: Overpayment of Salary

1. This is to advise you that during the period 23 July to 19 August 1950 you received a net overpayment of \$91.34 as a result of 70 hours leave without pay during the period. Fourteen hours night differential pay has been applied to your overpayment, leaving a net overpayment of \$89.01.

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2. As you were transferred from the Confidential Funds payroll effective 20 August 1950, this office will not be able to make any further payroll adjustments. Accordingly, it is requested that you forward a personal check or money order made payable to [REDACTED] in the amount of \$89.01 to liquidate the overpayment.

3. Attached is the original copy of the Payroll Change Notice which is self-explanatory.

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/s/ [REDACTED]

Deputy Chief, Finance Division

Attachment

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